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6 June 1958

MEMORANDUM FOR: Technical Accounting Staff

ATTENTION :



SUBJECT : Suggested Changes in the Standardized  
Government Travel Regulations

1. You have requested our comments on the suggested changes to the Standardized Government Travel Regulations which the Bureau of the Budget has circularized for consideration by various Government agencies.

2. We believe the Agency should favor the adoption of the proposed changes. We do have a suggestion, however, with regard to proposal No. 4. This would specifically allow hotel charges for handling Government property in the custody of the traveler "which is of such size or weight that the traveler should not be expected to carry it personally." It might be well to suggest a change in emphasis here by providing that such charges will be allowed unless the item is of such size or weight that the traveler would normally be expected to carry it personally.

3. We commend proposal No. 7 that the Travel Regulations be issued in loose leaf form, punched for filing. It seems to us that having them readily available for filing in close proximity with internal regulations would serve a useful purpose. While the observation that the present booklet is defective in being too detailed and not containing pertinent supplementary material may be well taken, we believe that its continued use would better serve the needs of a traveler than the suggested alternative of a single 9 x 5<sup>3</sup>/<sub>4</sub> issuance.

4. It is suggested that the reply prepared for DD/S signature be coordinated with the General Counsel. Your papers are returned.

  
Assistant General Counsel

Attachments

OGC/RJB:jcr

Distribution:

Orig. & 1 - Addressee

1 - RJB Chrono

1 - East